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**WORKING CAPITAL FUND BOARD
MINUTES OF MEETING
FEBRUARY 11, 2000
(1:30-3:30 PM)**

Attendees: See attached list.

I Chair identified 4 categories of improvement initiatives:

- a) Immediate implementation possible
- b) Budget amendment needed for FY 2001
- c) Change effecting FY 2002 Budget/April
- d) Not to be implemented

Chair discussed:

- Improvement Process
- Approach
- 37 Proposed Initiatives

II Remarks by Debbie Dawson, CFO:

- January 5, Secretary asked IG, CI, CFO for recommended improvement initiatives to make Department operate better and more efficiently.
- About 25 possible initiatives were identified. The Secretary approved all 25, including improvement of the WCF. Secretary expected immediate implementation with a corresponding Action Plan and short-term Progress Reports.
- Next Progress Report to Secretary is 2/15.
- The Board is asked to consider constructive alternatives for improving the WCF.

III Presentation of IM initiatives (John Gilligan)
{See Board Briefing Documents}

IV Presentation by Financial Admin. & Corp Applications Working Group (Jean Morgan)

3 General Goals:

- Fair Allocation of Costs
- Efficiency and Customer Choice
- Flexibility for Service Providers

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3 Categories of Improvement:

- Financing of Corporate Obligations and Applications
- Full Costing of WCF Products and Services
- Improved Efficiency through centralized Fund processes

The Working Group recommended that all 16 proposed initiatives assigned to it be evaluated for possible WCF implementation. In addition, the Group agreed to include Document Shredding on its agenda.

V Presentation by HR Working Group (Steve Durbin)

{See Board Briefing Documents}

The HR Group recommended 4 initiatives for further consideration:

- CHRIS Operations
- Training Programs
- Health Unit Operations
- Employee Assistant Programs

The Group recommended that 6 initiatives should not be considered further, unless the Board elected to do otherwise:

- Drug Testing
- Diversity Intern Program
- Worker's Compensation
- Background Investigations
- EEO Investigations
- Flexplace

The Board had no objections to either set of recommendations.

Comment: Get feedback from House EWD Subcommittee before proceeding

VI Presentation by Admin. Services Working Group (Linda Sye)

Of the 10 proposed improvements initiatives 6 are recommended for further consideration:

- Printing
- Supplies
- Mail
- Library Services
- Subscriptions
- Shuttle Service

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4 initiatives are not recommended for further review:

- Space Energy Efficiencies (FMIP pays)
- Travel Services
- Office Furniture
- Document Shredding (transferred to the FACA Working Group)

VII Chair requested guidance from Board members as to how they would like to proceed:

- Have list of initiatives updated by Working Groups and redistributed to Board
- Have Board members provide comments and recommendations based on current list and Group presentations
- Take comments now and update list before adjourning meeting.

*The Board elected to provide recommendations by E-Mail, based upon current list of 37 initiatives and Working Group comments during presentations. Board members were asked to respond by Noon on 2/15 so that recommendations could be included with progress report to Secretary scheduled for that afternoon.

Comments: Various Board Members recommended deletion of some proposed initiatives, as follows:

- DCAA Audits (General Agreement)
- Background Investigations (Agreement)
- Adopt deletions of the HR Working Group (No Clear Consensus)

The Board agreed to reassign some improvement initiatives to new Working Groups for review:

- Foreign Travel Systems from Corporate Systems Working Group to FA&CA Working Group
- R&D Tracking System from Corporate Systems Working Group to FA&CA Working Group
- FIMS Systems from Corporate Systems Working Group to FA&CA Working Group
- CHRIS Operations from Corporate Systems Working Group to HR Working Group
- Document Shredding from Administrative Working Group to FA&CA Working Group

*Chair requested deferral of the remaining Agenda items (Approval of November 10, 1999 Minutes; First Quarter Business Review) until the next Board Meeting or, alternatively to distribute and approve by E-Mail The Board agreed.

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VIII Next Board Meeting: Tentatively will be rescheduled for the week of March 6, pending progress assessment of the Working Groups. The Chair explained that Working Groups nominees are needed immediately so Groups can proceed quickly toward an early March presentation.

BOARD:

Chair Howard Borgstrom (Acting)
SC John R. Clark
CfO Tom Palmier
CFO Debbie Dawson
CFO Mike Telson
IN
NE Lang Soo-Hoo
GC Eric Fygi
NN Sandra Haller
CIO John Gilligan
EE Barbara Mandley
EIA Steve Durbin
EM Geoff Judge
DP John Lamport
OSE
EM Barry Clark
PO
FE Chuck Roy
Board Secretary: Howard Borgstrom

ATTENDEES:

Jean Morgan-CR
Barry Schrum-IG
Flo Linn-SO
Jim Schanck-CR
Rich Otis-SO
Pete Grahn-SO
Chuck Guykes-SO
Penny Gardner-SO
Nancy Holmes-SO
Leslie Gasperow-EH
Nancy Tomford-SO
Richard Tedrow-HG
Marty Lydick-SO
JoAnn Luczak-CR
Roger Seifert-PMA

MA:

Jeff Rubensteing
Roscoe Harris
Louie D'Angelo
Tony Nellums
Pete Richards
Fran Feiner
Vince Brooks
Brian Costlow
Denise Diggin
Ed Verberg
Dave Leclair
Jerry Veont
Marcia Morris
Mike Wolfe

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Laveir Smith

Linda Sye

Mary Anderson

Doug Beilan

Amos Street

Ingrid Robinson